

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
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CIVILIAN PERSONNEL  
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**ARMY CIVILIAN TRAINING EDUCATION AND DEVELOPMENT SYSTEM (ACTEDS)  
RESOURCE ALLOCATION SELECTION SYSTEM (RASS)**

This bulletin is provided to share the latest information on the funding for all employees who are ACTEDS interns and careerists who apply for ACTEDS Competitive Professional Development (CPD) program training and development opportunities. RASS will allow the Assistant G-1 (Civilian Personnel Policy) (AG-1 (CPP)) to manage central funding for ACTEDS training/travel.

The Resource Allocation Selection System (RASS) is a web-based computer application that centralizes the management of funds for Army Civilian Training, Education and Development System (ACTEDS) funded programs (DA Intern and Competitive Professional Development (CPD) training). RASS enables the online creation, submission, approval, status tracking, and reporting of training and travel-related request forms (DD Form 1556, DD Form 1610, and Standard Form 1164).

Primary users include ACTEDS interns and Competitive Professional Development candidates and their supervisors, intern program managers, Competitive Professional Development (CPD) program managers, Functional Chiefs Representatives (FCR), and MACOM intern coordinators.

1. Who are ACTEDS Interns and Competitive Professional Development (CPD) Candidates?

ACTEDS interns are competitively appointed career program interns. These positions are owned and funded by Headquarters, Department of the Army (HQDA). ACTEDS CPD Candidates are identified as career program employees who apply for CPD training opportunities. These individuals are careerists as identified using the guidelines in AR 690-950, Career Management.

2. Does all ACTEDS interns and careerists have to use the RASS for ACTEDS training resources?

Yes.

3. Will funding be sent to the MACOMS/IRAs/FOAs (including IMA) to cover requirements for ACTEDS intern and CPD training/travel?

No. All of these funds will be executed by the AG-1 (CPP) budget office.

4. How will ACTEDS interns and careerists interested in CPD programs request training/travel?

All requests will have to be completed in the RASS. The system will then alert the candidate's supervisor, Army Career Program Functional Chief Representative (FCR), or MACOM/IRA/FOA Intern Program Coordinator (ICP) (Bob Crawford for the Installation Management Agency (IMA)) and an AG-1 (CPP) Budget Analyst of the request.

5. Who approves/disapproves the request?

The supervisor, FCR (for CPD requests), ICP (for intern requests), and AG-1 Budget Analyst review, edit, approve or disapprove, cancel an/or print the training requests using RASS. The Budget Analyst is the final approving authority.

6. How will employees receive verification of receipt of their request and how will supervisors be notified when their employees submit a request through RASS?

ALL employees and their supervisors must have a valid Army Knowledge Online (AKO) email account. Notification will be made via the AKO account.

7. How will the FCR and the ICPs be identified?

The identification of the FCR and ICP will be made based on career program information and command codes built into the system.

8. Is there training available for the managers, supervisors and employees on how to use RASS?

Yes. The Training information and links is located at <http://cpol.army.mil/library/train/rass>

Additional information and/or assistance may be obtained by calling the CPAC, Civilian Training Office, Tami Culbreath at 531-1856.

**//ORIGINAL SIGNED//**

DONALD R. MALLET

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